

8 December 1981

MEMORANDUM FOR: GSA Buildings Manager

AT  
ATTENTION :

FROM :

Deputy Chief, Benefits and Services Division,  
Office of Personnel

SUBJECT : Letter of Appreciation

On 7 December 1981 personnel from Mr. Hood's Shop cleaned the fitness room, dressing room and showers area. We feel that they did a most excellent and thorough job and wish to express our appreciation for a job well done.

STAT

*12/3/81*  
3 December 1981



called  
to say that he would like the gym  
closed tomorrow (Friday) for cleaning.  
I told him that it was too late to  
be closed tomorrow. I asked if they  
could do it on Monday. He checked and  
called me back to say Monday would be  
fine.

I then called [redacted] and  
asked him to post signs that the gym  
would be closed on Monday.

A handwritten signature.

Terri

*DC/BSO Get*